

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4432

TITLE: LAUNDRY SPECIALIST

GRADE: S-12

DEFINITION:

Under supervision, to supervise the operation of laundry and dry cleaning services in a large adult detention facility; and to do related work as required.

TYPICAL TASKS:

Operates and supervises prisoner trustees in the operation of the laundry and dry cleaning plant at the Adult Detention Center. Has sole responsibility for storage and issue of jail clothing, linens, blankets and other such items and for the safe-keeping of prisoners' civilian clothing and return of such clothing to prisoners upon release from custody;

Is responsible for ordering and issuing of all laundry/dry cleaning supplies;

Maintains property records, including issue and turn-in records, for in excess of 250 each, sheets, pillow cases, blankets, inmate shirts, trousers, under clothing, and shoes for approximately 22 issue/turn-in transactions per day.

Is responsible to ensure necessary sewing and patching of jail clothing and bedding items as needed.

Performs other duties as directed.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following: Graduation from high school and three years of experience in commercial or institutional laundry/dry cleaning work.

January 1978